

HOME AND COMMUNITY-BASED SERVICES (HCBS) PROVIDER CAPACITY GRANTS FOR RURAL AND UNDERSERVED COMMUNITIES: ROUND THREE

TO: Round 3 HCBS provider Capacity Grant Applicants

FROM: DHS, Division of Grants, Equity, Access, and Research (GEAR) Division (“STATE”)

ACTION: Application for this funding will be accepted via the online portal only.

Instructions on How to Apply:

- When you are ready to submit your application, please click this link <https://www.grantinterface.com/Home/Logon?urlkey=mngear> to be connected to the grant application system.
- Once you click on the link above, select the “Create New Account” button to register.
- Fill in the required fields on all screens and then create a password.
- You will receive an email from the online grant application system to confirm your User Login account.
- The next step is to click the verification link you received in the email.
- You will then arrive on the “Apply” page.
- You may read the description of the GEAR grant program once logged in to the online grant portal.
- Click the gray “Preview” button in the bottom-left to preview the application or click the blue “Apply” button in the top-right to begin applying.

STATE strongly encourages all applicants to click through, read and view all of the helpful information that is included in the Applicant Tutorial section, which is the first part of the application. This section provides helpful, step-by-step instructions on how to navigate the online grant application system. The sections following the Applicant Tutorial provide the applicant with general information on this grant and all sections of the actual application.

Please make sure to thoroughly read and complete all sections included in the online grant application. Grant applications must be submitted through this electronic submission process

only. Only applications that have been submitted via this online grant portal system by the application deadline of **June 28, 2024, by 4 p.m. Central Time will be considered. Late proposals will not be considered. Hand-delivered, faxed, or e-mailed proposals will not be accepted.**

The Application includes:

- a. The entire grant application,
- b. Assurances,
- c. Required supporting documentations.

Required Supporting Documentations must include:

- a. Application budget,
- b. Most recent 990 form for Non-profit organizations,
- c. Board-reviewed (or other managing group) financial statements,
- d. Audited Financial Statements.

For-profit organizations must include:

- a. Statement of Financial Position (also called a Balance Sheet),
- b. Statement of Activities,
- c. Statement of Cash Flows,
- d. Most recent Federal and State tax returns.

1. Award Overview

A. Purpose and Outcome of the Grant Opportunity

The Department of Human Services (DHS) Grants, Equity, Access, and Research (GEAR) Division (STATE) has the authority to enter into grant contracts that will increase the number and capacity of Home and Community-Based Services (HCBS) providers in rural and/or serving rural or underserved communities pursuant to [Minnesota Statutes, section 256.01, subdivision 2\(a\)\(6\)](#). This grant opportunity is funded through the Minnesota Legislature Laws of [Chapter 61 - MN Laws Sec. 59. PROVIDER CAPACITY GRANTS FOR RURAL AND UNDERSERVED COMMUNITIES](#). Grant applicant represents that it is duly qualified and willing to perform the services set forth in this grant application to the satisfaction of STATE.

B. Eligibility Criteria

The opportunity to submit a proposal is open to any entity interested in improving, enhancing, or strengthening their HCBS infrastructures. Applicants may be existing or new service providers of any of the HCBS waiver programs, or providers of Medicaid State Plan services such as home health or personal care services.

Eligible grant applicants include:

- Organizations who want to become an HCBS provider for the first time.
- Existing HCBS providers who want to:
 - improve existing services and/or add new services to reach more people.
 - improve capacity to address and (w/without "problem") solve organizational challenges and gaps in service delivery by developing and implementing innovative solutions and inclusive and equitable services in their communities.
 - improve the use and sustainability of positive supports¹ to promote inclusion, person-centeredness, and community participation (or engagement) where older adults and people with disabilities make informed choices and have full control over their life decisions and access to quality HCBS services.
 - develop, obtain appropriate licensure, and enroll with DHS Minnesota Health Care Programs (MHCP) as a provider to deliver a new service.
- Organizations must be located and doing business/serving clients in Minnesota.

Grant funds must go to organizations that serve Medical Assistance (MA) recipients who are eligible for Home and Community-Based Services (HCBS) or to expand services to begin serving MA recipients who are eligible for HCBS.

C. Funding Available

Funds are available to increase the number and capacity of HCBS providers serving underserved and/or rural communities using state funding appropriated by Minnesota Legislature Laws of Minnesota [Chapter 61 - MN Laws Sec. 59. PROVIDER CAPACITY GRANTS FOR RURAL AND UNDERSERVED COMMUNITIES.](#)

Grant applicant represents that it is duly qualified and willing to perform the services set forth in this grant application to the satisfaction of the STATE.

The maximum grant award may not exceed \$150,000.

¹ The [definition for the Positive Supports Rule](#) is found in Subp. 41. Positive support strategy. "Positive support strategy" means a strengths-based strategy based on an individualized assessment that emphasizes teaching a person productive and self-determined skills or alternative strategies and behaviors without the use of restrictive interventions.

STATE reserves the right to offer grant amounts that differ from the Grant Applicant's request, or the maximum identified above.

D. Grant Period

The term of the initial grant period is **anticipated** to be from December 1, 2024, through May 31, 2026. Extensions/continuation awards will be considered for an additional one year ending June 30, 2027.

E. State's Right to Cancel

This grant opportunity does not obligate STATE to award a grant and STATE reserves the right to cancel the solicitation if it is considered to be in its best interest due to lack of funding, agency priorities or other considerations.

2. General Information

A. Project Information and Background

This grant opportunity is to develop capacity of current or new Home and Community-Based Service (HCBS) providers to better serve underserved and rural communities in Minnesota through one or more of the following waivers and programs (each program listed below is a hyperlink to additional information):

- [Alternative Care \(AC\) Program](#)
- [Brain Injury \(BI\) Waiver Program](#)
- [Community Access for Disability Inclusion \(CADI\) Waiver](#)
- [Community Alternative Care \(CAC\) Waiver](#)
- [Community First Services and Supports \(CFSS\)](#)
- [Developmental Disabilities \(DD\) Waiver Program](#)
- [Elderly Waiver \(EW\) Program](#)
- [Essential Community Supports](#)
- [Housing Stabilization Services](#)
- [Moving Home Minnesota](#)
- [State Plan Home Care Services](#)

Successful capacity building proposals must improve and enhance HCBS through the above waiver services and programs and expand HCBS to include rural and underserved communities. It is required that applicant proposals provide descriptions of how the proposed funds will assist in building capacity to increase and enhance access to HCBS. Proposals must demonstrate compliance with the HCBS licensing and overall operations.

B. Specific Program Expectations

Funding will be awarded to selected grantees and the STATE is prepared to fund a variety of projects that will enhance, improve, and expand HCBS. Applications that support capacity building for people with complex needs, trauma-informed care, and implementing positive support practices are highly encouraged and may be given a preference.

The STATE will assess the amount of proposed funding along with the number of participants the project(s) would affect. Applicants shall submit a comprehensive budget with their proposal. Proposed budgets will be evaluated on budget specificity, work plan goals and objectives. Awarded applicants must validate expenses as they submit their invoices during the contract period. All expenses are subject to audit at the discretion of the STATE. Grantees must submit a report of progress and expenses upon the timeline listed in the contract. **Please note, this grant fund is strictly reimbursement only and no cash advances are allowed.**

C. Priority populations

These grant funds are dedicated to providers who want to expand HCBS services for older adults, people with disabilities, and people who engage in challenging behaviors that impact their ability to find and keep community-based services and supports. Grant funds must serve one or more of the following priority populations:

- American Indian, Alaskan Native, and Native Hawaiians,
- Asian and Pacific Islanders,
- Black/African American (American-born),
- Black/African-born,
- Latine,
- People who identify as LGBTQ+,
- People living in rural and regional centers outside the seven-county metro area.

D. Areas of interest

In addition to the requirement of serving the priority populations, the STATE is interested in funding capacity building efforts for organizations focused in one or more of the following areas:

- Implement Positive Supports Practices in HCBS. Positive Supports must be person-centered and culturally responsive. Practices must specifically adapt to a person's culture and support people with complex needs/challenging behaviors.
- Serving people with complex needs in community-based settings. This may include but is not limited to co-occurring aging, disability, and/or mental health concerns across the lifespan;

people who may display challenging behaviors and/or mental health symptoms; people who are neuro-divergent; people with dementia; and/or people with a brain injury.

- Culturally specific services that demonstrate that the organization's staff and leadership reflect and are members of the priority population(s) also being served or that will be served, as well as organizations with demonstrated skill and experience providing culturally responsive services to the priority population(s) being served or that will be served.
- Organizations that provide HCBS services specifically for American Indians living in urban areas or outside of Tribal Nations and Reservations.
- Language supports: Organizations with demonstrated skills and experience, or that plan to expand their skills and experience by providing services to people from one or more of the priority populations in their preferred language. State is especially interested in organizations that provide services or will expand to provide services in multiple languages.
- LGBTQ+: Organizations with demonstrated skills and experience, or that plan to expand their skill and experience by providing services to people who identify as lesbian, gay, transgender, queer, or another underserved sexual orientation or gender identity.

E. Project Examples

These are projects that will help HCBS providers improve, enhance, or expand HCBS. Grant funds can be used to build organizational capacity in the following areas:

- a) develop program compliance, internal tools and processes, policies and procedures, to ensure service delivery meets regulatory standards and the development of quality of services,
- b) workforce development to address workforce shortages that includes professional trainings to support team members to increase expertise and to implement programs more effectively and to help organizations better manage their business,
- c) develop capacity for person-centered practices to integrate person-centered philosophies where all people have the choice in their lives,
- d) hiring an educational professional to train staff on effective teaching strategies and developing organizational processes for creating skill development/positive support plans to help people served learn productive and self-determined skills,
- e) develop accounting, human resources, billing systems etc.,
- f) purchasing of technology or other equipment for HCBS staff to support community-based services and programs,

- g) purchase accessible vehicles - purchasing new or modifying existing vehicles to transport HCBS participants in more individualized ways,
- h) modifications to buildings, including facilities and homes to meet person's needs,
- i) new or upgraded technology to allow for compliance with Electronic Visit Verifications (EVV), purchasing or updating internal IT systems, modifying current software, and etc.,
- j) wheelchair ramp, Vehicle Platform Lift (VPL), Ceiling Lift, Assistive Technology - equipment, or products/systems used to increase, maintain, or improve the functional capabilities for HCBS participants.

F. All awarded funds have the following restrictions:

- Shall not be used for anything other than the projects specified budget in the resulting Official Grant Award Notice (OGAN).
- Each budget item must be justified. Any budget item lacking justification will not be considered. Justification must include how this item relates to the project proposal and must align with specific objectives and activities in the proposed project. Any budget items that do not relate to the project will not be allowed.
- Grant funds shall not be used to pay for client direct services or clinical care.
- All costs must be related to the project proposal and be outlined and justified in the budget.
- Shall not be used to pay for staff time to attend training. Funds can only be used for the cost of the training.
- Entities must maintain complete records of fund expenditures and understand that project budgets are subject to audit.
- Shall not be used to pay for services covered by other funding sources.

G. General Expectations of Grantees

- Grantees are expected to participate in a regularly (approx. monthly) in a DHS-funded collaborative forum/learning community focused on providers serving these communities. The learning community will be a place for providers to share and learn from each other, as well as access web-based training programs, tools and strategies providers can use to develop resources and service delivery systems.
- Grantees will be expected to retain documentation to support the expenditures related to the grant. Reimbursement must be based on necessary and applicable expenditures related to the program.
- Maintain a ledger to track the grant budget expenditures and payment reimbursements plus documentation (such as invoices, receipts, bank statements, etc.) that supports your budget line-item expenses.
- Submit financial reporting forms and progress reports by the dates indicated in the OGAN.

- Retain documentation to support the expenditures related to the grant initiative described. Reimbursement must be based on necessary and applicable expenditures related to the program.
- Maintain a ledger to track the grant budget expenditures and payment reimbursements plus documentation that supports your budget line-item expenses.
- If subcontracting is an allowable expenditure in the budget, follow applicable state and federal procurement laws and information in the application assurances.
- Prior to issuing the Grant Award Notice, STATE will:
 - Perform a pre-award risk assessment, including the review of financial statements for Grant Applicants that are non-governmental organizations, when a grant award is over \$50,000 per [Office of Grants Management Policy 08-06: Pre-Award Risk Assessment for Potential Grantees, and per eCFR :: 2 CFR 200.206 when granting federal funds](#).
 - For a grant over \$50,000, a monitoring visit is required during the grant period. For a grant over \$250,000, a monitoring visit is required annually.

H. Resources for Grant Applicants

Applicants are welcome to attend the below webinars sponsored by the GEAR Division. Please click the following link to register: [GEAR Webinars - STAR Services \(starsvcs.com\)](#) Recordings will be available upon request.

HCBS Overview - 60 minutes

- June 4, 2024, 10am - 11am
- repeated on June 11, 2024, 2pm - 3pm
- recorded & OnDemand

Join us for an insightful webinar that delves into the intricacies of Home and Community-Based Services (HCBS) and Long-Term Services and Supports in Minnesota. This session aims to equip participants with an understanding of the standards and provider qualifications for various services. We will talk about the eligibility of people looking for support and also service planning. In this session we will cover the current timelines for license applications and Minnesota Health Care Programs (MHCP) enrollment process to provide home and community-based services. This session will be recorded and available OnDemand beginning June 12, 2024.

Business Operations - 60 minutes

- June 5, 2024, 10am - 11am
- repeated on June 12, 2024, 2pm - 3pm

- recorded & OnDemand

Agencies interested in providing Home and Community-Based Services should plan for the needed business operations to develop and deliver these services. This session offers an overview of key operational components and considerations including understanding service agreements and authorizations, service documentation, scheduling, staff training, financial record keeping, insurance, payroll, electronic visit verification, billing and accounting. This session will be recorded and available OnDemand beginning June 13, 2024.

Proposal Writing Basics - 90 minutes

- June 6, 2024, 10am -11:30am
- repeated on June 13, 2024, 2pm - 3:30pm
- recorded & OnDemand

This webinar session is designed for organizations aiming to submit a competitive proposal for the GEAR provider capacity grants. Tailored to the unique requirements of the GEAR proposal, this session provides an in-depth exploration of key elements essential for a compelling proposal including 1) developing a program plan that meets one or more of the GEAR priorities, 2) creating a workplan with goals, activities, and timelines, 3) building a project budget, and 4) writing a clear, complete, and succinct proposal. These sessions will be recorded and available OnDemand beginning June 14, 2024.

State Travel Plan

[Commissioner's Travel Reimbursement Plan \(https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp\)](https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp)

State Grant Management Policies

[The Minnesota Office of Grant Management Policies \(http://mn.gov/admin/government/grants/policies-statutes-forms\)](http://mn.gov/admin/government/grants/policies-statutes-forms).

3. Grant Application Components and Instructions

All green highlighted items should be completed by the Applicant in the online grant portal.

A. Applicant Information and ID Numbers

Applications must include:

1. An original signature from the identified official with authority to sign on behalf of the Grant Applicant.
2. Contact information for the organization, organization head, the program contact and the Grant Application with Assurances (GK203)

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accounting or business office manager.

3. A Minnesota Statewide Integrated Financial Tool System (SWIFT) Vendor Number. Reference this information on SWIFT: <https://mn.gov/mmb/accounting/swift/vendor-resources/>

B. Assurances – Standard and Program-Specific

When you sign the application, you certify that you have read the entire Grant Application and Assurances and that you will comply with the approved application, the assurances here and in the Official Grant Award Notice (OGAN) and all other applicable federal regulations, State statutes, and local policies.

C. Application Narrative Components and Budget and Workplan

In the Grant Application Narrative Section, write your response to each component and be sure to include a response to each part. Space is provided to answer each narrative section.

Total points possible for each application is: 100

The completed application should consist of the following:

- Completed and signed Application and Assurances
- Grant Application Narrative Section
- Completed workplan using template embedded in the application package
- Budget narrative using template provided
- Your Financial Statement (most recent 990 form for Nonprofit organizations) Audited Financial Statements. For-profit organizations must include Statement of Financial Position (sometimes called the Balance Sheet), Statement of Activities, and Statement of Cash Flows.

D. Applicant Questions

Grant Applicant Conference

A virtual Grant Applicant Conference will be held on May 23, 2024, at 10:00 a.m. to 12:00 p.m.

Central Time. [Use this link when it is time to join the conference: Click here to join Grant Application Virtual conference.](#) The conference will serve as an opportunity for Grant Applicants to ask specific questions of STATE staff concerning the project. Attendance at the Grant Applicant's Conference is not required but is recommended. Grant Applicants may attend via Teams, conference call, or choose another method. Oral answers given at the conference will be non-binding. Written responses to questions asked at the conference will be sent to all identified prospective applicants after the conference.

Written Questions

- A. Questions must be emailed by May 29, 2024, at 4:00 p.m. to MN.GEAR.DHS@state.mn.us.
- B. A question-and-answer document will be published on <https://mn.gov/dhs/partners-and-providers/grants-rfps/open-rfps/> under this Grant Application title. Every attempt will be made to provide answers timely, within five (5) days of receiving the questions.
- C. Questions related to the grant opportunity may be answered **only via emails submitted to MN.GEAR.DHS@state.mn.us**,
- D. Other personnel are not authorized to discuss this grant opportunity with Applicants before the Proposal submission deadline. The STATE will not be held responsible for oral responses to Applicants.

E. Application Submission and Signature

Applications must be received by June 28, 2024, 4:00 p.m. Central Time to be considered. Late applications will not be accepted.

Application coversheet and assurance pages are included in the online application package and applicant must complete and sign the assurance pages and upload other supporting documents including copy of the completed budget (in Excel format).

By submitting this Grant Application and Assurances, the Grant Applicant agrees to comply with all provisions of the award including all assurances and certifications made in the Grant Application and Assurances and all applicable state or federal statutes, regulations, and guidelines. The Grant Applicant agrees to administer the program in accordance with the approved Grant Application and Assurances, budget, timelines, and other supplemental information submitted in support of the approved Grant Application and Assurances and in accordance with the terms identified in the Official Grant Award Notice.

Any costs associated with this Application are the responsibility of the applicant and will not be reimbursed by the STATE. The burden of proof of timely submission is on the applicant.

F. Public Data

Per [Minn. Stat. § 13.599](#):

Names and addresses of Grant Applicants will be public data once application materials are opened. All remaining data in proposal responses (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed (for the purposes of this grant application, when all Official Grant Award Notices have been issued by the State agency to the GRANTEEs). All data created or maintained by STATE as part of the evaluation process (except trade secret data as defined

and classified in § 13.37) will be public data after the evaluation process is completed (for the purposes of this grant, when all Official Grant Award Notices have been issued by the STATE to the GRANTEEs).

4. Application Screening and Review Process

Phase 1: Screening

Applications that meet the following criteria will be forwarded for further consideration and review.

1. Received by the due date and time.
2. The Grant Applicant meets the minimum eligibility of the grant.
3. Application is complete and includes:
 - a. Signed application and assurances
 - b. Completed narrative
 - c. Completed budget using template provided
 - d. Completed workplan using template embedded in the application package
 - e. Your Financial statement (most recent 990 form for Nonprofit organizations) Audited Financial Statements. For-profit organizations must include Statement of Financial Position (Sometimes called the Balance Sheet), Statement of Activities, and Statement of Cash Flows

Phase 2: Application Components Scored

Each Grant Application and Assurances will be reviewed and scored separately by grant reviewers. Reviewers will apply a score to each component below. Maximum number of points for the application: 100

1. Statement of Need – [20] points
2. Eligibility Background of the Applicant organization - [10] points
3. Workplan – [20] points
4. Capacity of the Applicant organization – [10] points
5. Equity Considerations – [20] points
6. Sustainability Plan Post Grant – [5] points
7. Budget – [15] points

Phase 3: Review of Application Scores

STATE program staff and management review the recommendations, scores, and outcomes from the grant reviewers. As a standard practice, those applications with the highest scores are offered grant awards. The STATE may offer grant award amounts that differ from your grant request, or the maximum grant amount identified by STATE, or may contact you to obtain clarification to one or more Grant Application with Assurances (GK203)

sections of your application. The STATE may also contact reviewers to obtain clarification of their feedback.

Phase 4: Pre-Award Risk Assessment

Before final award decisions, STATE will conduct a risk assessment for financial capacity as well as prior performance.

Phase 5: Award Decisions

STATE anticipates the review to be completed August 30, 2024.

Applicants are expected to be notified by September 30, 2024.

Clarifications may be necessary before execution of the award. Grant Applicants recommended for an award must wait until they receive the signed Official Grant Award Notice (OGAN) **before** providing any services and before incurring expenditures. Any expenses incurred prior to the full execution of the OGAN, or other award documentation, are not reimbursable and are the responsibility of the Grant Applicant/GRANTEE.

NOTE: THE AWARD DECISIONS OF STATE ARE FINAL AND NOT SUBJECT TO APPEAL.

Grant Application Coversheet

HCBS Provider Capacity Grants for Rural and Underserved Communities

Applicant Information

Legal name of Grant Applicant organization: [REDACTED]

List entity type (501c3, County, Tribe, individual/sole proprietor, for-profit business, etc.): [REDACTED]

Total grant request (if applicable, enter maximum request amount here \$): [REDACTED]

Official with Authority

Name of official with authority to sign (must be same official who signs the application): [REDACTED]

Title: [REDACTED]

Address: [REDACTED]

City, State and ZIP code + 4: [REDACTED]

Phone number: [REDACTED]

Email: [REDACTED]

Identification Numbers

Minnesota SWIFT supplier number: [REDACTED]

Primary Program Contact

Name of Program Contact: [REDACTED]

Title: [REDACTED]

Address: [REDACTED]

City, State and ZIP code: [REDACTED]

Phone number: [REDACTED]

Email: [REDACTED]

Business Manager/Fiscal Contact

Name of business manager/fiscal contact: [REDACTED]

Title: [REDACTED]

Address: [REDACTED]

City, State and ZIP code: [REDACTED]

Phone number: [REDACTED]

Email: [REDACTED]

Agency Website

Please insert agency website if you have one:

Signature and Date

Signature:

Title:

Date:

Note: *The STATE will accept signatures that are handwritten or e-signatures that have been authenticated by a third party (such as DocuSign or Adobe Sign). Grant Application and Assurances that are unsigned and undated may be considered non-responsive and may result in the disqualification of the Application.*

Signatory certifies they have read the Grant Application and Assurances (narrative, assurances, budget and supplemental documents, if applicable) and will comply with the approved application and assurances herein and additional state, local, federal regulations and policies that apply to their organization. Signatory further certifies that the Applicant's articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the Applicant to the terms of this Agreement. Applicant and signatory agree that STATE relies on the signatory's certification herein.

Assurances

The Grant Applicant, by signing the application submitted to the STATE, certifies they have read all application documents including these assurances, any revised documents, and agrees to comply with the approved application materials and all federal, state, and local laws, ordinances, rules and regulations, public policies herein and all others as applicable.

1. Survival of Terms

The following clauses below survive the expiration or cancellation of this award: 4B) Audits; 5) Liability; 6) Intellectual Property Rights; 7) Publicity; 8) Government Data Practices; 9) Data Disclosure; and 11) Governing Law, Jurisdiction and Venue.

2. Use of Funds

The use of funds shall be limited to that portion identified in the application materials and the attached application and by any applicable state or federal laws. Funds should support the purpose and activities approved in the application. Funds must not be used for purposes other than building capacity within Grantee's organization. All reimbursement requests for expenses submitted must have proofs of payments and GRANTEE must maintain accounting records with source documentation including receipts and invoices, payroll ledgers, purchase orders, and mileage logs. Records must

Grant Application with Assurances (GK203)

reflect a level of detail adequate to establish that payments are made from the organization's bank account or organization's credit card, if applicable. Any reimbursement request using cash payment or payment using personal bank and credit card account will not be allowed under this grant. GRANTEE must be able to submit proof of payments upon request and the documents must be clear, organized, and easy to review. All receipts and documentations related the grant must be stored safely for a minimum of six years from the end of this grant period. **Please note, this grant fund is strictly reimbursement only and no cash advances are allowed.**

- A. The GRANTEE, in the conduct of activities under this award, shall submit such reports as may be required by written instructions of the STATE within the times required by it. The STATE reserves the right to withhold funding if reporting requirements are not met. The GRANTEE must promptly return to the STATE any unexpended funds not accounted for in the financial report due to the STATE at grant closeout.
- B. The GRANTEE shall present reports to the STATE or the STATE's Authorized Representative. At the Commissioner's discretion, these reports may be presented at departmental, legislative, other State agency or public meetings where the GRANTEE shall be available to explain the project and respond to questions.
- C. Reimbursement for travel and subsistence expenses actually and necessarily incurred by GRANTEE in performance of this project will be paid if STATE is allowed in the approved budget, provided that the GRANTEE shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "Commissioner's Plan," promulgated by the Commissioner of Minnesota Management and Budget (MMB). The GRANTEE will only be reimbursed for travel and subsistence outside Minnesota if it has received prior written approval for such out-of-state travel from the STATE. The current [Commissioner's Plan](https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp) can be viewed to obtain current maximum expense reimbursement rates (<https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp>)

3. Time

In the performance of this grant, time is of the essence. The GRANTEE must comply with the time requirements described in the application and award, in the performance of this award, and inform the STATE of any potential long-term delays or changes affecting those timelines.

4. Financial and Administrative Provisions

A. Allowability of Costs

The allowability of costs for funding incurred under this award shall be determined in accordance with the approved budget and the corresponding work plan.

For all funds, no claim for materials purchased in excess of budget categories or program services not specifically provided for in this award by the GRANTEE will be allowed by the STATE unless approved in

writing by the STATE. Such approval shall be considered to be a modification of the award. There may be additional limitations on allowable costs, which shall be noted in this document or the Official Grant Award Notice.

B. Audits.

Under [Minn.Stat. §16B.98](#), Subd. 8, the GRANTEE's books, records, document, and accounting procedures and practices relevant to this grant are subject to examination by the STATE and/or the STATE auditor or legislative auditor, as appropriate, for a minimum of six years from the end of this grant, receipt and approval of all final reports, or the required period of time to satisfy all STATE retention requirements, whichever is later.

C. STATE Requirements

The GRANTEE will comply with required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1).

Pursuant to [Minn.Stat. §16B.98](#), Subd.1, the GRANTEE agrees to minimize administrative costs as a condition of this grant.

The GRANTEE certifies they are not suspended or debarred in MN:
<https://mn.gov/admin/osp/government/suspended-debarred/>

The GRANTEE must promptly return to the STATE any unexpended funds that have not been accounted for annually in a financial report to the STATE due at grant closeout.

5. Liability

GRANTEE agrees to indemnify and save and hold the STATE, its agents and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the STATE arising from the performance of the award by GRANTEES, agents or employees. This clause shall not be construed to bar any legal remedies GRANTEE may have for the STATE's failure to fulfill its obligations pursuant to the award and subsequent awards.

6. Intellectual Property Rights

6.1. Definitions. Works means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by GRANTEE, its employees, agents, and subcontractors, either individually or jointly with others in the performance of the grant. Works includes "Documents." Documents are the originals of any data bases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by GRANTEE, its employees, agents, or subcontractors, in the performance of this grant.

6.2. Ownership. STATE owns all rights, title, and interest in all of the intellectual property, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this Grant. The Works and Documents will be the exclusive property of STATE and all such Works and Documents must be immediately returned to STATE by GRANTEE upon completion or cancellation of this grant. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be “works made for hire.” If using STATE data, GRANTEE must cite the data, or make clear by referencing that STATE is the source.

6.3. Responsibilities.

- a. Notice.** Whenever any Works or Documents (whether or not patentable) are made or conceived for the first time or actually or constructively reduced to practice by GRANTEE, including its employees and subcontractors, and are created and paid for under this grant, GRANTEE will immediately give STATE’s Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon. GRANTEE will assign all right, title, and interest it may have in the Works and the Documents to STATE.
- b. Filing and recording of ownership interests.** GRANTEE must, at the request of STATE, execute all papers and perform all other acts necessary to transfer or record STATE’s ownership interest in the Works and Documents created and paid for under this grant. GRANTEE must perform all acts, and take all steps necessary to ensure that all intellectual property rights in these Works and Documents are the sole property of STATE, and that neither GRANTEE nor its employees, agents, or subcontractors retain any interest in and to these Works and Documents.
- c. Duty not to infringe on intellectual property rights of others.** GRANTEE represents and warrants that the Works and Documents created and paid for under this grant do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 5, GRANTEE will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless STATE, at GRANTEE’s expense, from any action or claim brought against STATE to the extent that it is based on a claim that all or part of these Works or Documents infringe upon the intellectual property rights of others. GRANTEE will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney’s fees. If such a claim or action arises, or in GRANTEE’s or STATE’s opinion is likely to arise, GRANTEE must, at STATE’s discretion, either procure for STATE the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of STATE will be in addition to and not exclusive of other remedies provided by law.
- d. Federal license granted.** If federal funds are used in the payment of this grant, pursuant to 45 C.F.R. § 75.322, the U.S. Department of Health and Human Services is granted a royalty-free,

nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

7. Publicity and Endorsement

Any publicity regarding the subject matter of this grant must identify the STATE as the sponsoring agency and must not be released without prior written approval from the STATE's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the GRANTEE individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant. All projects primarily funded by STATE grant appropriations must publicly credit the STATE, including on the GRANTEE's website when practicable.

The GRANTEE must not claim that the STATE endorses its products or services.

8. Information Privacy and Security

- a. It is expressly agreed that STATE will not be disclosing or providing information protected under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (the "Data Practices Act") as "not public data" on individuals to GRANTEE under this grant. "Not public data" means any data that is classified as confidential, private, nonpublic, or protected nonpublic by statute, federal law or temporary classification. [Minn. Stat. § 13.02, subd. 8a.](#)
- b. It is expressly agreed that GRANTEE will not create, receive, maintain, or transmit "protected health information", as defined in the Health Insurance Portability Accountability Act ("HIPAA"), [45 C.F.R. § 160.103](#), on behalf of STATE for a function or activity regulated by 45 C.F.R. 160 or 164. Accordingly, GRANTEE is not a "business associate" of STATE, as defined in HIPAA, [45 C.F.R. § 160.103](#) as a result of, or in connection with, this grant. Therefore, GRANTEE is not required to comply with the privacy provisions of HIPAA as a result of, or for purposes of, performing under this grant. If GRANTEE has responsibilities to comply with the Data Practices Act or HIPAA for reasons other than this grant, GRANTEE will be responsible for its own compliance.
- c. Notwithstanding paragraph a. and b., in its capacity as GRANTEE under this grant, GRANTEE must comply with the provisions of the Data Practices Act as though it were a governmental entity as defined by the Data Practices Act. GRANTEE will be performing functions of a government entity under [Minn. Stat. § 13.05, subd. 11](#), and thus any data created, collected, received, stored, used, maintained or disseminated by GRANTEE in performing its duties under this contract is subject to the protections of the Data Practices Act. The civil remedies of [Minn. Stat. § 13.08](#) apply to the release of the data governed by the Data Practices Act, Minn. Stat. Ch. 13, by either GRANTEE or STATE.
- d. In its capacity as GRANTEE under this contract, GRANTEE is being made an agent of the "welfare system" as defined in [Minn. Stat. § 13.46, subd. 1](#), and any data collected, created,

received, stored, used, maintained or disseminated by GRANTEE in performing its duties under this grant is explicitly subject to the protections of Minn. Stat. § 13.46.

- e. If GRANTEE receives a request to release data created, collected, received, stored, used, maintained or disseminated by GRANTEE in performing its duties under this grant, GRANTEE must immediately notify and consult with STATE's Authorized Representative as to how GRANTEE should respond to the request.
- f. Under this grant, GRANTEE is performing the functions of a government entity including, but not limited to, responding appropriately pursuant to Minn. Stat. §§ [13.03](#) and [13.04](#) to requests for data created, collected, received, stored, used, maintained, or disseminated by GRANTEE in performing its duties under this grant.
- g. GRANTEE's obligations while performing the functions of a government entity include, but are not limited to, complying with [Minn. Stat. § 13.05](#), subd. 5 to establish appropriate security safeguards for all records containing data on individuals.
- h. GRANTEE must comply with [Minn. Stat. § 13.055](#) to investigate and appropriately report or notify regarding any potential unauthorized acquisition of data created, collected, received, stored, used, maintained, or disseminated by GRANTEE in performing its duties under this grant

9. Data Disclosure

Under [Minn. Stat. § 270C.65](#) Subd. 3, and other applicable laws, the GRANTEE consents to disclosure of its SWIFT Supplier ID Number (formally known as SWIFT Vendor ID), Social Security number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the STATE, to federal and state tax agencies and STATE personnel involved in the payment of STATE obligations. These numbers may be used in the enforcement of federal and STATE tax laws which could result in action requiring the GRANTEE to file STATE tax returns and pay delinquent STATE tax liabilities, if any.

10. Insurance requirements.

GRANTEE shall not begin work under the CONTRACT until it has obtained all the insurance described below and STATE has approved such insurance. GRANTEE shall maintain the insurance in force and effect throughout the term of the contract. GRANTEE is required to maintain and furnish satisfactory evidence of the following insurance policies.

10.1. Workers' Compensation.

The GRANTEE certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The GRANTEE's employees and agents will not be considered employees of the STATE. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a

consequence of any act or omission on the part of these employees or agents are in no way the STATE's obligation or responsibility. Minimum insurance limits are as follows:

- \$100,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$100,000 – Bodily Injury by Accident

If Minn. Stat. § 176.041 exempts GRANTEE from Workers' Compensation insurance mandates, including if GRANTEE has no employees in the State of Minnesota, GRANTEE must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes GRANTEE from the Minnesota Workers' Compensation requirements.

GRANTEE's employees and agents will not be considered employees of STATE. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way STATE's obligation or responsibility.

10.2. General Commercial Liability Insurance.

GRANTEE agrees that it will at all times during the term of the grant contract keep in force a commercial general liability insurance policy with the following minimum insurance limits:

- \$2,000,000 per occurrence
- \$2,000,000 annual aggregate

Such insurance will protect it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the grant contract whether the operations are by GRANTEE or by a subcontractor or by anyone directly or indirectly employed by GRANTEE under the grant contract. STATE will be named as both an additional insured and a certificate holder on the general commercial liability policy.

10.3. Employee Theft & Dishonesty Policy.

GRANTEE agrees to keep in force a blanket employee theft & employee dishonesty policy in at least the total amount of the first year's grant award as an addendum on its property insurance policy. If it is not feasible to include a blanket employee theft & employee dishonesty policy as an addendum to a property insurance policy, then GRANTEE must keep in force a stand-alone employee theft/employee dishonesty policy.

STATE will be named as both a joint payee and a certificate holder on the employee theft/employee dishonesty policy. Only in cases in which the first year's grant award exceeds the available employee theft/employee dishonesty coverage may GRANTEEs provide blanket employee theft/employee dishonesty insurance in an amount equal to either 25% of the yearly grant amount, or the first quarterly advance amount, whichever is greater.

Upon execution of this grant contract, GRANTEE shall furnish STATE with a certificate of employee theft/employee dishonesty insurance.

10.4. Commercial Automobile Liability Insurance.

GRANTEE is required to maintain insurance protecting it from claims for damages for bodily injury as well as from claims for property damage resulting from the ownership, operation, maintenance or use of all owned, hired, and non-owned autos which may arise from operations under this CONTRACT. In the case that any work is subcontracted, GRANTEE will require the subcontractor to maintain Commercial Automobile Liability insurance that conforms to this section. Minimum insurance limits are as follows:

- \$2,000,000 – per occurrence Combined Single limit for Bodily Injury and Property Damage

In addition, the following coverages should be included: Owned, Hired, and Non-owned Automobile.

10.5. Professional Liability Insurance.

This policy will provide coverage for all claims the GRANTEE may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to GRANTEE’s professional services required under the CONTRACT. GRANTEE is required to carry the following **minimum** insurance limits:

- \$2,000,000 – per claim or event
- \$2,000,000 – annual aggregate

Any deductible will be the sole responsibility of the GRANTEE and may not exceed \$50,000 without the written approval of the STATE. If the GRANTEE desires authority from the STATE to have a deductible in a higher amount, the GRANTEE shall so request in writing, specifying the amount of the desired deductible and providing financial documentation by submitting the most current audited financial statements so that the STATE can ascertain the ability of the GRANTEE to cover the deductible from its own resources.

The retroactive or prior acts date of such coverage shall not be after the effective date of this CONTRACT and GRANTEE shall maintain such insurance for a period of at least three (3) years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by GRANTEE to fulfill this requirement.

10.6. Additional Insurance Conditions:

- GRANTEE’s policies shall be primary insurance to any other valid and collectible insurance available to STATE with respect to any claim arising out of GRANTEE’s performance under this CONTRACT.
- If GRANTEE receives a cancellation notice from an insurance carrier providing coverage, GRANTEE agrees to notify STATE within five (5) business days with a copy of the cancellation

notice, unless GRANTEE's policies contain a provision that coverage afforded under the policies will not be cancelled without at least thirty (30) days advance written notice to STATE.

- GRANTEE is responsible for payment of CONTRACT related insurance premiums and deductibles.
- STATE shall be named as a certificate holder on applicable policies.
- An Umbrella or Excess Liability insurance policy may be used to supplement GRANTEE's policy limits to satisfy the full policy limits required by CONTRACT.

11. Governing Law, Jurisdiction and Venue

Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

12. Transferability

The GRANTEE shall not transfer or assign to any party or parties any right(s), obligation(s) or claim(s) under the award without the prior written consent of the STATE. It is understood, however, that GRANTEE remains solely responsible to the STATE for providing the products and services described.

13. Affirmative Action and Nondiscrimination

- A. The GRANTEE agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified per [Minn. Stat. §363A.02](#). The GRANTEE agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. The GRANTEE must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The GRANTEE agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, Part [5000.3500](#).
- C. The GRANTEE agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights (MDHR) issued pursuant to the Minnesota Human Rights Act. It is the GRANTEE's sole responsibility to apply for a workforce certificate and/or equal pay certification if required by MDHR prior to the execution of a grant award.

14. Pre-Award Work and Pre-Award Costs

The GRANTEE understands that no work should begin and no pre-award costs would be covered under this award until all required signatures have been obtained; an Official Grant Award Notice (OGAN) has been issued and the GRANTEE is notified to begin work by the STATE's program authorized representative or their designee. If an exception to this is determined necessary by STATE, the GRANTEE would be informed in writing or email by the STATE's program authorized representative or designee.

15. GRANTEE's Grant Program Representative

The Grant Applicant's Program Contact Representative will be named on the Official Grant Award Notice (OGAN) or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the Grant Applicant/GRANTEE must immediately notify the STATE.

16. Conflict of Interest

In accordance with the Minnesota Office of Grants Management Policy 08-01, the GRANTEE will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflicts of interest, or personal gain. GRANTEES will maintain and implement written standards of conduct covering conflicts of interest.

17. Voter Registration

The GRANTEE will comply with [Minn. Stat. §201.162](#) by providing voter registration services for its employees and for the public served by the GRANTEE.

18. Contracting Requirements:

- A. [Per Minn. Stat. §471.345](#), GRANTEES that are municipalities as defined in Subdivision 1 must follow service contracting and bidding requirements as stated including prevailing wage rules for construction work of \$25,000 or more.
 - i. Municipalities are encouraged to utilize [Minn. Stat. §471.345 Subd. 8](#) for targeted business procurement where available.
 - ii. Municipalities must not contract with vendors who are suspended or debarred in MN: <https://mn.gov/admin/osp/government/suspended-debarred/>
 - iii. Support documentation for the procurement processes must be retained regardless of the source of funding.
- B. GRANTEES that are nongovernmental entities must use these guidelines for approved grant budget contracted services based on these thresholds:
 - i. Grant-funded services or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.

- ii. Grant-funded services or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- iii. Grant-funded services or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- iv. For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. §§177.41](#) through [177.44](#). The bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.
- v. The GRANTEE must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - [STATE Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
 - Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
 - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)
- vi. Notwithstanding B (i) – (v), the STATE may waive bidding process requirements when it is determined there is only one legitimate or practical source for such materials or services and that GRANTEE has established a fair and reasonable price.
- vii. The GRANTEE must maintain:
 - Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
 - Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
- viii. The GRANTEE must not contract with vendors who are suspended or debarred in Minnesota, as shown on this [list](#) of vendors.

19. Amendments, non-waiver, and assignability

- a. Any amendment to an award must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant award, or their successors in office.
- b. If STATE fails to enforce any provision of this Grant Application and Assurances or the Official Grant Award Notice, that failure does not waive the provision or STATE's right to enforce it.

- c. GRANTEE shall neither assign nor transfer any rights or obligations under this agreement without the prior written consent of STATE.

20. Financial Statements

All Non-Governmental Organizations (NGO's) applying for grants in the State of Minnesota must undergo a financial review prior to a grant award made of \$25,000 and higher.

In accordance with [Office of Grants Management Policy 08-06: Financial Review of Nongovernmental Organizations](#), submit one of the following documents with your application if you are a Non-Governmental Organization, based on the following criteria:

- Grant Applicants with annual income of under \$50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
- Grant Applicants with total annual revenue of \$50,000 or more and less than \$750,000 should submit their most recent IRS Form 990.
- Grant Applicants with total annual revenue of over \$750,000 should submit their most recent certified financial audit.

For-profit organizations include:

- Statement of Financial Position (also called a Balance Sheet), Statement of Activities and Statement of Cash Flows, and Most recent Federal and State tax returns.

21. Accessibility

Any information systems, tools, content, and work products produced under this Agreement, including but not limited to software applications, web sites, video, learning modules, webinars, presentations, etc., whether commercial, off-the-shelf (COTS) or custom, purchased or developed, must comply with the State of Minnesota Accessibility Standard, as updated on June 14, 2018. This standard requires, in part, compliance with the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D.

Information technology deliverables and services offered must comply with the State of Minnesota Accessibility Standard and any documents, reports, communications, etc. contained in an electronic format that GRANTEE delivers to or disseminates for the STATE must be accessible. (The relevant requirements are contained under the "Standards" tab at the link above.) Information technology deliverables or services that do not meet the required number of standards or the specific standards required may be rejected and STATE may withhold payment.

22. Entire Agreement

- a. If any provision of this Grant Application and Assurances is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining terms and provisions of this Grant Application and Assurances shall not in any way be affected or impaired. The parties will

attempt in good faith to agree upon a valid and enforceable provision that is a reasonable substitute, and will incorporate the substitute provision in this Grant Application and Assurances according to clause 19a, Amendments.

- b. This Grant Application and Assurances, including the final workplan and budget submitted by the Grant Applicant, in tandem with the Official Grant Award Notice contains all negotiations and agreements between STATE and GRANTEE. No other understanding regarding this grant, whether written or oral may be used to bind either party.

The parties agree that each party has individually had an opportunity to review with a legal representative, and that, in the event of a dispute, the Grant Application and Assurances and Official Grant Award Notice shall not be construed against either party.

23. Other Provisions.

23.1. No Religious Based Counseling. GRANTEE agrees that no religious based counseling shall take place under the auspices of this CONTRACT.

Grant Application Narrative Section

We encourage you to review your responses before submitting to make sure you've answered all of the questions to the best of your ability. The people who review the submission will **not** score based on writing style, use of formal English language, typos, grammar, or spelling.

1. Statement of Need [20 Points]

In this section, provide as many details as you can to the items listed below that describe your organization's need for grant funding:

Grant Project Title: tell us the title of your project, including your organization's name at the beginning of the title.

Grant Project Summary: in 2-3 sentences, briefly summarize your plan for HCBS expansion with grant funding.

A. Organization Overview:

1. Tell us about your organization.
2. Tell us about your organization's geographic location and where you currently provide services.
3. What HCBS does your agency currently provide?

B. Target Population: What is the primary target population(s) you currently serve?

C. Number of people receiving HCBS: How many people receive HCBS services annually through your organization?

D. Expansion of Current Capacity:

1. Are you applying for this grant because you want to expand your current capacity to serve more people? If so, specify the type of services you would like to expand?
2. Check all that apply to your plan of capacity building:
 - Expand a current service: serve more people by expanding current capacity or to a new region.
 - Add a new service: adding a service not currently provided by your agency.
 - Build capacity other than adding or expanding services.
3. What is the focus region for HCBS capacity building?
4. Indicate the specific population you intend to serve through the grant.

E. Supporting Data Demonstrating Need for HCBS: Provide specific data and information that supports and demonstrates the need for HCBS services and/or capacity building in your proposed service area and how grant funding will improve access and delivery of HCBS services.

F. Successful Outcomes: Describe actions your organization will take to increase successful outcomes for the target population.

Begin narrative answer: [REDACTED]

2. Eligibility of the Applicant [10 Points]

- A. Is your organization currently licensed to provide Home and Community-Based Services (HCBS)?
 - a. If so, what type of HCBS licenses do you currently have?
 - b. If not, what license do you plan to apply for?
- B. Do you have any licenses through the Minnesota Department of Health (MDH)? If licensed through MDH, what license do you hold?
- C. Are you enrolled as a provider with Minnesota Health Care Programs (MHCP) to bill for services? If you're enrolled as a provider with MHCP, what is your National Provider Identifier (NPI) number?

- D. How many years have you been providing services?
- E. Did you previously apply for HCBS Capacity Building Grant Rounds One and/or Two? Were you awarded a grant? Did you previously receive funding from HCBS Provider Capacity Rounds One or Two or both? If awarded a grant, describe how grant funds were successfully used to build capacity. For example: how did grant funds add more people receiving your existing service(s) or how you added a new service area to your business.

Begin narrative answer: [REDACTED]

3. Workplan [20 Points]

Applicants should have 3 to 6 objectives that include project goals, activities, strategies, outcomes, and estimated timelines.

Outline objectives, goals, activities and strategies to achieve outcomes that align with the purpose of this grant opportunity for the targeted population(s) that are expected to benefit from the project.

Assure goals can be broken down into tasks, are measurable and can be completed within the grant period.

Objectives: (the workplan template is embedded in the application package as follows)

- a) What will your organization do to build and/or increase HCBS capacity?
- b) Describe the steps needed to achieve the objective.
- c) What is/are the staff position(s) responsible?
- d) What are the specific measurements/benchmarks to show progress?
- e) What is the target date to begin objective?
- f) What is the target date for completion of objective?

Begin narrative answer: [REDACTED]

4. Capacity of the Applicant [10 Points]

Identify and describe the following:

- A. Describe your organization's capacity and commitment to administering the project successfully.
- B. Describe your and/or your staff's experience working as a caregiver, including elder care and care for people with disabilities in their homes, and why you think that experience will make

your organization successful.

- C. Describe the diversity/demographics of the individuals that your organization serves.
- D. List/describe your organization's current full-time, part-time, and/or on-call staff positions.
- E. How will this project increase your organization's capacity?
- F. Why are you applying for this grant, what you would like to accomplish, and what is your organization's ability to accomplish your goals within the grant timeframe? Have you done a similar expansion?

Begin narrative answer: [REDACTED]

5. Equity Considerations

[20 Points]

- A. Describe your agency's activities in creating a mission, vision, values, and diversity, equity, and inclusion initiatives for specific populations.
- B. Explain how your staff and leadership are reflective of the community, are culturally competent, and are responsive to the population(s) identified and listed in Section 1: Statement of Need.
- C. Describe your organization's plan for improving the community ties, rapport, and engagement.
- D. Describe your organization's experience working with your targeted communities and please provide specific population examples.
- E. Describe how your organization will involve partners - e.g., people with lived experience, young people, families, community members, community organizations, members who identify as belonging to communities of color, indigenous communities, LGBTQ+ communities, veterans' communities, and etc.
- F. Describe your communication and outreach strategies and methods to engage partners, including how you ensure your communications and methods are inclusive and culturally appropriate.
- G. If you do not currently have staff that reflect the priority population(s) or other community connections, please address how the grant funding will give you the chance to hire new staff,

engage with the community, or otherwise partner with representatives from the population(s) to develop your capacity.

Begin narrative answer:

6. Sustainability Plan

[5 Points]

The purpose of this grant is to reduce barriers to STATE funding as a temporary source of financial support that increases the number of new and existing Home and Community-Based Services (HCBS) providers located in rural and/or serving rural and underserved communities with culturally specific HCBS needs. When applying for this funding, you must think beyond the initial funding period and plan for the long-term sustainability of your project. In the section below, please provide your sustainability plan that outlines how the work will be sustained after the grant period ends.

- A. Tell us how you plan to sustain and keep the work continuing after the grant period ends.
- B. Describe methods you will use to evaluate and/or analyze the work you are doing and how the analysis and findings will support your project into the future.
- C. Identify what resources are needed to sustain your project (e.g. Medicaid billing.)

Begin narrative answer:

7. Excel Budget with Descriptions

[15 Points]

Please use the Budget template to complete this question. Please make sure the budget is clear for each line item, and that there is a clear connection between the budget and the work plan.

Budgets will be reviewed to ensure all costs are clearly within the scope as outlined in the workplan and the timelines included are allowable, allocable, reasonable, and necessary to carry out the grant. Costs should be reasonable. Specify the grant amount requested and detail all **necessary and reasonable** expenditures anticipated during the project period that align with the project goals and activities and information outlined in this application by using the TEMPLATE.

Necessary means it is important to the success of the project. **Reasonable** means you are paying fair market price for the item or services.

The budget must:

- Provide clear budget line-item entries that tie to the proposed grant project activities.

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- Demonstrate logical correspondence with grant application narrative.
- Demonstrate that proposed expenses appear **necessary** and **reasonable** for the success and purpose of the project.

Unallowable Expenses include, but are not limited to:

- **Any expenses that do not directly contribute to the activities in the work plan.**
- **Staff time directly related to client services.**
- **Cash paid directly to client as an incentive.**

Application Maximum Number of Points [100 Points]

Submission Reminder

Application for this funding will be accepted via the online portal only. Please submit your application no later than June 28, 2024, at 4:00 p.m. Central Time.

- When you are ready to submit your application, please click this link <https://www.grantinterface.com/Home/Logon?urlkey=mngear> to be connected to the grant application system.
- Once you click the link above, select the “Create New Account” button to register.
- Fill in the required fields on all screens and then create a password.
- You will receive an email from the online grant application system to confirm your User Login account.
- The next step is to click the verification link you received for the referenced email.
- You will then arrive on the “Apply” page.